

North Carolina Internship Council Meeting Minutes
Friday, September 15, 2017, 10:00 a.m.
Large Commission Room, Governor's Crime Commission
1201 Front Street, Raleigh, NC

Members Present: *Dr. Anne York (Chair), Robin Perry, Dr. Manuel Dudley, Dr. James Kelley, Jason Tyson, Damian Walker, Neal Inman, Christy Agner*

Department of Administration (DOA), Council for Women & Youth Involvement (CFWYI) Staff Present: *Mary Williams-Stover, Executive Director N.C. Council for Women and Youth Involvement, Candace Dudley, Internship Coordinator, Brianna Van Stekelenburg, Research Analyst, Ashley Bass-Mitchell, C.O.P.E. Project Assistant, Harriett Southerland, S.A.D.D. Coordinator*

Meeting was called to order by Chair Dr. Anne York at 10:08 a.m.

Welcomes and Introductions were given by present members.

Approval of Minutes: Dr. Anne York sought approval for the February 10, 2017 meeting minutes. On previous meeting minutes, Dr. Anne York was recognized as acting Chair, should read Chair Dr. Anne York. The minutes were approved.

Director's Report: Mary Williams-Stover brought greetings on behalf of the Department of Administration and the N.C. Council for Women and Youth Involvement. Council for Women merged with Youth Advocacy and Involvement approximately one year ago. She encouraged everyone to think of CFW/YI as a resource. She spoke on the upcoming S.A.D.D. conference, State Youth Council: Service Learning Conference, and College Speaker Series. She also mentioned, our office has been the leader for several years on Human Trafficking Awareness/Training Services and was just awarded a new \$1.2 million grant to expand outreach statewide. Mary thanked the Council for all that they do to make this program a success and for their support.

Internship Program Report: This summer we welcomed 80 interns. The interns worked from May 30 – August 4. This was a very successful summer. Interns participated in various enrichment activities across the state. Activities included: Lunch on the Lawn at the Lt. Governor's Office, Supreme Court, Aquarium at Pine Knoll Shores, Rehabilitation Center at the NC Zoo. These activities give the students an opportunity to broaden their scope of what state government does. The 2017 Internship evaluation results were sent to board members prior to the meeting. Happy to report that the evaluation results were positive. Some results:

- "From the first day until the last day, I gained valuable experience and make priceless connections in the upper levels of the Department."
- "I fell in love with the job I was doing. This internship allowed me to see future career and explore different areas of the museum."

A goal that DOA, has established for FY 17-18 is to become more efficient to improve customer service. Last summer, the Internship Program utilized NEOGOV for applications. As a result, we received over 2,000 applications. Many ideas were discussed to collect application for this program. Council members will reach out to CFNC and the General Assembly Page Program to see what software they are using. One of the most inviting suggestions was to have a web-based application process; similar to NEOGOV, but strictly for the State of NC Internship Program. While discussing this with DOA IT Department, we were informed that this process takes up to 7 months to construct. Before IT could even start, research would need to be done on other internship programs around the country that may have a similar program and an online system.

Since this was not an option for FY 17-18, the internship coordinator will to do an online webform for students to apply for the projects. Students will be asked email in their attachments: Cover Letters (for each project applied for), transcript, resume and reference letter. The webform will decrease data entry and allow data reports to be developed for the General Assembly, other departments, and constituents. Candace anticipates that the program will be able to hire up to 95 interns for the Summer 2018.

**2018 State of North Carolina Internship Program
Project Proposals Submitted**

Department	# of Projects	# of Interns	# of 100% Funding	# of 50% Funding	Location of Project (City)
Administration	6	6	5	0	Raleigh
Administrative Office of the Courts	5	5	0	5	Raleigh
Agriculture and Consumer Services	1	1	0	0	Raleigh
Commerce	11	11	1	0	Charlotte, Columbus, Dobson, Kings Mountain, Mars Hill, Norlina, Pleasant Hill, Raleigh, Rowland, Waynesville
Environmental Quality	26	26	5	1	Beaufort, Elizabeth City, Kitty Hawk, Manteo, Mooresville, Morehead City, Raleigh, Wilmington
General Assembly House of Representatives Senate	2	1 1	0	0	Raleigh
Governor, Office of	1	5	0	0	Raleigh
Health and Human Services	7	7	2	1	Butner, Morganton, Raleigh
Information Technology	1	1	1	0	Raleigh
Judicial Appellate Supreme Court	2	3 4	0	0	Raleigh
Labor	1	1	0	0	Raleigh
Lieutenant Governor, Office of	1	1	0	0	Raleigh
Natural and Cultural Resources	44	45	0	12	Asheboro, Bath, Beaufort, Carolina Beach, Corolla, Connelly Springs, Durham, Fayetteville, Four Oaks, Greenville, Kinston, Kure Beach, Manteo, Pisgah Forest, Pine Knoll Shores, Pinnacle, Raleigh, West Jefferson, Winnabow
Public Instruction	3	4	0	2	Raleigh
Public Safety	6	8	6	1	Raleigh
Revenue	4	4	1	0	Raleigh
Transportation	1	1	1	0	Raleigh
TOTAL	122	135	22	22	

Total Projects Approved: 122 Total Interns Approved: 135

Old Business:

No old business to discuss.

New Business: The next Council meeting is scheduled to start at 10:00am on **Friday, February 9, 2018.** The Council approved the 2018 Program Calendar with changes to the open and close date of the application to ensure that schools have enough time to encourage students to apply. A motion was made and passed that students can apply for up to 3 projects this year. Discussion took place regarding removing resumes from the application packet. It was determined that resumes should only be 1 page. The Council found resumes to be creative, shows uniqueness, and found them helpful because all of the information is consolidated into one area. Sample resumes will be included in the internship booklet for potential interns. A question was brought to the Council as to if recommendation letters should be included in the application packet. It was recommended that reference letters can be included in the application packet, as optional. A vote was taken on including reference letters. The Council approved the recommendation to add 1 optional reference letter per applicant.

The State of North Carolina Government Internship Program Summer 2018 Program Calendar

Wednesday, November 1, 2017	Post Project Book and Application on the Webpage
January 15, 2018	Intern applications closing date
Friday, February 9, 2018	Internship Council Meeting (Screen student applications)
Friday, February 16, 2018	Alternate Council meeting dates (inclement weather)
February 21 – March 5 (Wednesday - Monday)	Supervisor Phone Interviews
March 14, 2018 (Wednesday)	Intern and Supervisor Preference Forms Due
March 28, 2018 (Wednesday)	Notification of internship placements to students (e-mail)
April 11, 2018 (Wednesday)	Supervisors and Department Coordinators notified of placement status *
May 21, 2018 (Monday)	Intern Orientation
May 21 – July 27, 2018	2018 Internship Program*
*Orientation, Enrichment Activities, Placement Site Visits, Annual Reception	

Review of Screening Procedures: Candace reviewed eligibility criteria and the project proposal screening procedures. Each project proposal will be reviewed by two reviewers. Reviewers were asked to note strengths and weaknesses of the project proposal along with a “Yes” or “No” assessment on the Project Proposal Review Form. An application in disagreement (receiving a “Yes” and a “No”) shall receive a third reading. The council received 122 projects proposals to screen. An ethics reminder was provided to all screeners.

The Internship Council approved 115 projects for the 2018 Internship Program.

The meeting adjourned at 12:45 p.m.

Minutes Submitted by: Candace Dudley, Internship Coordinator
